

April



TIME MANAGEMENT

APRIL

TIME MANAGEMENT

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**Master Life Coach
Master Confidence Coach
Cognitive Mastery Coach**

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Major Lessons We Will Read, Learn, and Discuss This Month

1. What is Time?
2. What Do You Use Time For?
3. What Do You Think and Believe About Time?
4. What Costs You Time?
5. What Makes Time?
6. What Do You Want to Use Your Time For?

What is Time?

The most valuable asset we have is time.

It's the one thing we literally can't get more of.

THE MOST
VALUABLE ASSET
WE HAVE IS TIME.

But there is a way to manage it so you can create more within the time you do have.

It's strange to think about, but time is a mental construct.

It's a way we manage our mind around each day.

Time defined: The indefinite continued progress of existence and events in the past, present, and future, regarded as a whole.

Progress of existence: I love the way this refers to time as progress. Is that what time does in your life?

I think most of us would agree that time is something we all want more of. We want more time in our days, in our years, and in our lives.

Why is that?

Why is time valuable?

Think about that. Give yourself at least one minute to consider the answer.

(By the way, I find it very interesting to think about the value of time compared to the value of money. Which is more valuable, and why? Time can get you money, and you can use money to buy more time.)

If time is so valuable, have you really thought about how you manage it and how you invest it?

If you put time in the C line, is your thought about it deliberate?

C: Time

C: Time

T: I don't have enough

T: I have plenty

F: Stress

F: Abundant

A: Procrastinate, buffer

A: Plan, use, create

R: Tasks remain incomplete

R: I complete and create new things

TIME DOESN'T
CHANGE, BUT THE
WAY YOU THINK
ABOUT IT WILL
CHANGE YOUR
EXPERIENCE OF
TIME.

Now, notice. Time doesn't change, but the way you think about it will change your experience of time.

This month, we are going to address time as something your brain uses to live your life. It's a mental construct that you have much more control over utilizing than you have led yourself to believe.

HOW DO YOU
CURRENTLY USE UP
YOUR TIME?

How do you currently use up your time?

You had 24 hours, and you got to spend them.
How did you spend them?

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the entire width of the page. There are no margins, text, or other markings present.

I really hope you completed the exercise. I hope you included driving and eating and talking and thinking and phone calls and buffering and Facebooking and sleeping. If you didn't, go back and update. The more detailed you are, the better.

Now, when you consider how you spent your day, what are your thoughts about how you spent your time? List them here.

If you could go back and redo this day and spend your time better, what would you do differently, and why?

The truth is, most of us don't live our days deliberately. We live unconsciously and let the day slip away without using anything to manage our time. We look up and the day is gone with very little care about the spending of each hour, and each hour is truly a gift.

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IMAGINE IF YOU
WERE WILLING TO
LIVE YOUR LIFE
WITH EVEN HALF AS
MUCH CARE AS
YOU WOULD LIVE
THE LAST DAY OF
YOUR LIFE.

There's so much to learn from comparing these two days. And while you most likely can't live each day like it was your last, you probably aren't living your current day like it's the only life you have. You most likely aren't being as deliberate with each day as you could be.

When we can put more time into our days, we can create a more fulfilling life. The reason for this is that we can fill each moment with what we are wanting to create on purpose, instead of mindlessly "doing our time" in our life haphazardly.

Imagine if you were willing to live your life with even half as much care as you would live your last day of your life.

I have something crazy to tell you. This might be your last 24 hours. You would never know it, but no one usually does. Most of us don't have the gift of knowing when our time will be up. It could be so much sooner than we plan. So my suggestion is that we live with intention so we have no regret that we wasted any of it.

What Do You Think and Believe About Time?

In the last section, we asked ourselves what we use our time for.

Having an awareness of how we have been spending our time will give us an indication of how we think about time.

WE HAVEN'T
DECIDED WHAT WE
WANT TO DO
WITH OUR TIME IN
A VERY DELIBERATE
WAY.

Remember, most of us take time for granted and haven't truly considered what we think and believe about it. We haven't decided what we want to do with our time in a very deliberate way.

So first, we look at how we are spending our time.

And now, we look at why.

We are going to uncover how you think about time. I will help you by asking some prompting questions. Do not edit your answers based on what you want to believe—we are simply uncovering your thinking patterns.

Please add your answers in the space provided.

What do you believe your time is for?

Do you believe you have enough time? Why or why not?

What takes up your time, and why?

Why do you spend your time the way you do?

Time goes by fast when...

Time goes by slowly when...

What I believe about my past...

What I believe about my present...

What I believe about my future...

Each day of time is...

If I had more time, I would...

If I had less time, I would...

As you look at your answers, you might be surprised by what you uncover. I know I was.

When you believe in The Universal Truth, you really start to understand that the way you spend your time is determined by the way you think, and the way you think and spend your time will determine the results you get.

The truth is, only action creates results. Actions take time. Actions create time. Our actions determine our time. This ultimately means that our thoughts determine our time.

Now, I want you to look at where you are with your current thoughts and beliefs about time. The way you are currently spending your time is a reflection of those thoughts and beliefs. Take a moment and decide what you want to change about the way you think.

THIS ULTIMATELY
MEANS THAT OUR
THOUGHTS
DETERMINE OUR
TIME.

Please write about it below.

What Costs You Time?

THERE ARE THINGS
WE DO THAT
COST TIME.

THERE ARE THINGS
WE DO THAT
MAKE TIME.

I have purposely made this workbook simple. Much of the time, tools that are taught are too complicated. So, let's look at time in the following way:

There are things we do that cost time. There are things we do that make time.

This might be confusing because we think of time as a fixed thing and not a mental construct, but that is a mistake. Time is a mental construct.

This is why one hour "feels" different from another depending on what we are thinking and therefore experiencing.

An hour of traffic "feels" very different from an hour watching a great movie. The hour is exactly the same amount of time, but it feels different, and therefore we say it is different. Time slows down or speeds up based on how we think about it.

We are going to approach time as something we spend or something we create.

You can use the terms that make the most sense to you.

- Spend time
- Waste time
- Cost me time
- Lose time

As I've worked with students over the past several years, I have witnessed how people spend their time in a way that costs them. I have some students who are able to complete 10x more than other students with the exact amount of time. How can this be?

The students who get more done don't spend time, waste time, or lose time. They are very deliberate with their time.

Here are the main ways we cost ourselves time:

- Worrying
- Buffering
- People pleasing
- Indecision
- Confusion
- Judging ourselves and others
- Regretting
- Being overwhelmed

There are certainly more, but this is the list that will get us started.

If you could eliminate these things from your life, you would blow your own mind with how much time you would have left over.

All the work I do with my students is about creating more time by reducing time wasting activities that prevent evolving.

WORRYING
PRETENDS TO BE
NECESSARY, BUT IT
PRODUCES NOTHING
OF VALUE.

Think about each of these things:

Worrying pretends to be necessary, but it produces nothing of value. I like my students to put worry in the A line. It's an action of indulging in negative emotion. It burns up time.

Buffering is a way to escape emotion. It takes us away from the present moment and the present emotion. It chooses unconsciousness— or an escape from time and costs us time.

People pleasing is saying yes to get someone to change how they feel about us. This is wasted time because we are trying to control the uncontrollable.

It's saying yes to others and no to ourselves. Any time we say yes to someone and no to ourselves, we are costing ourselves our own time.

Indecision is one of the most common ways we spend our time uselessly without even noticing. When we don't make a decision, we deny action. We choose to be stuck as time ticks by instead of making decisions and moving forward.

Judging ourselves and others doesn't give us anything in return. It feels like action and it feels important, but really, it's a wasteful use of time. If we could stop judging, we would have an amazing amount of time to create.

Regretting is the way we use our past to cost us our present. I can't think of one upside to regret. You don't need to regret a past behavior to never do it again. You can simply learn and let go.

REGRETTING IS THE
WAY WE USE OUR
PAST TO COST US
OUR PRESENT.

And finally, we waste time being overwhelmed. If you notice, overwhelm has never led to action—it always leads to inaction. Put overwhelm as an action in the A line whenever you notice yourself doing this time wasting activity.

By paying attention to these ways we waste our time, and being conscious to reduce the amount of time we do them, we can literally create more time for ourselves.

What Makes Time?

Now that I have given you things to stop doing, I'm going to encourage you to start doing other things that will create time.

People are often amazed at how much I do. I honestly am too. I believe I have created more in the last three months than I was able to create in three years in my twenties.

PEOPLE ARE OFTEN
AMAZED AT HOW
MUCH I DO.

Having the skills I have now and removing all my time wasting activities makes me a huge contributor to my life and the lives of all my students and clients. Amazingly, the more I create, the more I am able to create.

I currently work three days a week—Monday, Wednesday, and Thursday. I have a self-created coaching practice and an academy full of students.

I manage my team, create all my own content, develop all the business and marketing strategies, teach and coach, and create a weekly podcast.

I have a ton of free time to read, nap, and relax. I also have real estate investments I manage, relationships I enjoy, and several hobbies and I skills I develop.

The way I do so much is by faithfully reducing the number of things that take my time and doing the things that create time.

Here they are:

- I make decisions strongly.
- I take massive action.
- I plan.
- I honor my plan.
- I constrain.
- I fail.
- I say no.

Let's start with decisions because I love to make decisions. I don't second guess. Decisions free up power to take immediate action. Decisions made ahead of time are my secret sauce. I don't spend time in indecision because there is no upside.

Once I make a decision, I take massive action to bring it into being. Taking action is the *best way* to make more time. Not thinking about taking action, not talking about taking action, not waiting to take action, but actually taking action. BEST. TIME. CREATOR.

Planning is the most significant change I have made in the past few years. I plan a certain amount of time to get something done, and then that is the amount of time it gets. I don't give myself the luxury of seeing how long something takes.

Even when it's something I don't know how to do, I give myself a time limit and do my best to meet it. Best frickin' time saver and time creator I have ever seen.

When I set a goal, I write down all the steps it will take to get it done. If there is something I need to learn how to do, I make that a step by itself. I put every single one of those steps in my calendar, and then I do that step on that date, and in that time frame, no matter what.

THE WAY I DO SO
MUCH IS BY
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I would say that for every hour I spend planning, I create about five extra hours of time I would otherwise waste.

When I arrive at my calendar, I most often don't "feel" like doing what's on it. That doesn't matter. I do it anyway. It's not negotiable.

When I say I constrain, what I mean is that I try to focus on one huge goal at a time. Even when I'm tempted to do many different activities, I constrain my focus to the one thing that makes all the other things pale in comparison. I constrain the number of people I learn from, where I shop for my belongings, my friends, and the offerings in my business.

Failing saves so much time. Being willing to learn by failing is what eliminates the need to get stuck in indecision. Failing creates momentum and teaches us what doesn't work so we can keep moving toward what does. I don't judge myself or make it mean anything. I just keep going.

I say no. People ask me to do things all the time. Most of the time, I say no. They're disappointed, and that's okay. I don't take responsibility for how others feel—I take full responsibility for how I feel.

I want to encourage you to adopt these practices. They will change your life completely.

What Do You Want to Use Your Time For?

The best way to make time is to use your time to create the life you want.

First, you have to know what life you want.

You have to know how you want to spend your life.

THE BEST WAY TO
MAKE TIME IS TO USE
YOUR TIME TO
CREATE THE LIFE
YOU WANT.

You have to know how you want to create your life.

I like the idea of simplifying it.

So I have. To one sentence.

I want my life to be an example of what is possible.

This matters to me because it incorporates evolving to the best version of myself, embracing being human, and showing up as a contribution.

When I'm planning my life and my days, I need to make sure I'm honoring the way I want to spend my time.

I want to use my time to progress so I can be an example. Amazingly, as I progress, I get to offer the fruit of that labor to my students to progress their lives. It's a fantastic way for me to live.

As I plan, I also consider what I value.

AS I PLAN, I ALSO
CONSIDER WHAT I
VALUE.

Here are a few things I value:

- Overdelivering to my students and clients.
- Free time to think and read.
- Plenty of sleep.
- Working out daily.
- Managing my mind.
- Cleanliness and order.
- Enough time to create something new daily.
- Being on time.
- Relationships with my friends.

I don't waste my time on obligations I haven't consented to. I don't attend parties just because I'm invited. I don't answer the phone just because it rings. I don't people please or buffer at my own expense.

Now it's your turn.

What do you want to use your life for?

When it comes to time, what do you value?

What don't you want to waste time on anymore?

Monthly Assignment

This month, we're going to focus on planning and accomplishing with decision and massive action.

I want you to pick one main focus for April (constraint).

1. Choose a goal and list it below. Be very specific and make it measurable. For example: "I will finish the first five chapters of my book."

2. Make a list of everything that has to happen in order to complete this goal. For example: research, write, edit, rewrite, etc.

3. Allocate time for each of these steps.

4. Transfer them to the calendar and then to each of its corresponding pages.

5. Now, create a plan every day. This will include everything you want to do daily, on purpose. For example: meditate, walk dogs, eat two meals, spend time with kids, etc. *Be very specific.* Write below.

You have a goal for April, and you have your everyday plan. You will most likely notice that there is still quite a bit of time left over. If there isn't, you might want to consider changing something, or waking up earlier, or going to bed later.

On the following pages, I want you to plan your days with the most detail you can tolerate. I highly recommend you try planning your food, specifically each day, if you are trying to lose weight. Plan your drinking if you are trying to stop overdrinking, etc.

The more energy you are willing to spend planning your day ahead of time, the better. Make sure you include free time and play time. You will soon realize that spontaneity is completely overrated.

I have also included a page for you to do a thought download and two models.

If you take the time to do both of these pages every day, I promise that you will see a huge difference at the end of 30 days.

April 2020

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Daily Planner

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